

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of the Executive Dining Room for Official Dining and Entertainment

FROM:

Chief, Logistics Services Division, OI,
2E24 Headquarters Building

EXTENSION

NO.

DATE

DD/S 66-581
4 NOV 1966

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

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Attached are the papers which were given to us by Col. White's secretary concerning reimbursement for official functions. As we discussed, Col. White's office feels that some sort of a notice should be issued concerning the present policy on reimbursement for lunches of staff employees (when participating in an official function).

Chief, Logistics Services Division, OI

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LBm

14 June 1965

MEMORANDUM FOR: Mr. Kirkpatrick

SUBJECT: Dining Room Operations

A preliminary look at the latest audit of the dining room function has uncovered two areas of concern to Helen and myself.

A. Status of the mess fund:

STAT With the increase of the price of food, the dining room operation is dipping into the red inspite of efforts to economize. (Helen and have devised several cheaper menus--we have borne down quite heavily on efforts to collect for the coffee, etc.) We believe that a modest increase in food prices is in line with the general increase of prices in other areas. We recommend the following:

Soup - from 20¢ to 25¢
Light Lunch - from 75¢ to 95¢
Regular Lunch - from \$1.35 to \$1.50
Steak Special - to remain \$1.70

Concur in price changes: Yes ✓ No

B. In the past year the number of special functions given in the dining room has decreased slightly. We believe that this decrease may be attributable to the policy of charging employees for their share of the function. It is the present policy of the Office of Finance, as stated in

STAT

25X1

Concur in policy change: Yes ✓ No

Dave
Dave

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May 22 June

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ATTACHMENT B

<u>Fiscal Year 65</u>	<u>Official Guests</u>	<u>Cost</u>
1 July - 1 August	18	\$ 29.55
3 August - 29 August	18	\$ 30.65
31 August - 25 September	10	\$ 17.10
28 September - 30 October	13	\$ 20.30
2 November - 27 November	14	\$ 18.00
30 November - 25 December	18	\$ 35.00
28 December - 22 January	13	\$ 50.28
25 January - 19 February	13	\$ 19.55
23 February - 19 March	26	\$ 39.75
22 March - 16 April	42	\$ 67.76
19 April - 14 May	26	\$ 36.50
17 May - 11 June	36	\$ 50.15
14 June - 2 July	<u>21</u>	<u>\$ 48.30</u>
	268	\$462.89

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